

**2004 LIHEAP BIMONTHLY WEATHERIZATION  
EXPENDITURE/ACTIVITY REPORT  
CSD 680 (Rev. 10/03) – INSTRUCTIONS**

**Heading**

Enter the name of your agency, contract number, report period, and check "Adjustment", if applicable.  
Enter the name of the person preparing the report, direct telephone number, fax number, and e-mail address.

Line Items:

**When labor, materials, square footage, and linear footage measures are being charged, you must enter the amount in the corresponding rows/columns to obtain credit for the measure/costs. Do not leave the unit of measure and/or the rate columns blank if the measure was installed.**

**Assessments**

- 1.-7. Enter the number of dwellings in the applicable measure/activity. Multiply the number of dwellings times the rate and enter the sum in the "Report Period Expenditure" column.
8. Enter the number of dwellings that received a post inspection during this period. Reimbursement is based on the actual cost of the inspection activity at the \$45.00 per hour labor rate, up to a maximum of \$90.00 per dwelling. Multiply the number of labor hours times the rate and enter the sum in the "Report Period Expenditure" column.

*Note Contractor shall perform Post-Weatherization Inspections on twenty-five percent (25%) of the total weatherized dwellings under this service agreement. Post-inspections shall be performed proportional to the number of completed units in a reporting period and shall continue throughout the contract term.*

**Health and Safety Measures**

- 10.-15. Measures are required when safety hazards exist due to combustion appliances being used in the home. Enter the number of dwellings that received these measures. Calculate the cost by adding labor + materials. Enter the sum in the "Report Period Expenditure" column.

*Note: When a Vented Heat Source Replacement is performed, in addition to all assessments and other installed weatherization measures, the total maximum investment per dwelling can be increased to \$3,740.00. Carbon Monoxide Alarm is not a carbon monoxide-producing device. It is required when the home operates carbon monoxide producing appliances. If client refuses the installation of a carbon monoxide detector, document the refusal in the client's intake application and have the client initial/sign.*

**Insulation Measures**

- 17.-24. Ceiling and Kneewall Insulation: Enter the number of homes that received ceiling and kneewall insulation materials under the applicable R-value. Calculate the cost by multiplying the square footage times the rate. Enter the sum in the "Report Period Expenditure" column.

**Infiltration Reduction and General Heat Waste Measures**

- 26.-38. Enter the number of dwellings and the unit of measure as applicable. Calculate the cost by adding labor + materials or multiplying the unit of measure times the rate (where applicable). Enter the sum in the "Report Period Expenditure" column.

**Report Adjustment**

Enter the report period to be adjusted and check (✓) the box in the Report Adjustment block. Enter the amounts to be adjusted only. Use plus (+) or minus (-) to the left of the amount being adjusted. **Do not include data already reported to CSD.**